



USAREC Leased Government Housing Program

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www.usarec.army.mil/fhp/



Leased Government Housing Program

USAREC personnel and their families, may be assigned to a location where the Basic Allowance for Housing (BAH) does not support the local housing cost, and military housing is not available within a reasonable commuting distance from their duty station.

The Leased Government Housing Program (LGH) was established to improve the quality of life of Service Member (SM) assigned to USAREC, in order to prevent the SM from incurring **excessive** out-of-pocket expenses.



Who May Apply?

- All SM assigned to USAREC
- All ranks may participate
- Active duty / Army Reserve
- Limited vacancies for single soldiers
 - Pending Assistant Chief of Staff for Installation Management (ACSIM) approval
 - Only authorized one bedroom apartment



Program Policies

- SM's must be receiving BAH with Dependent Rate
- Dependents must reside with SM
- In case of dual custody, SM's must provide a copy of the court order,
stating that SM has custody at least 180 days per year.
- Duty station must be over 50 miles from any military installation with housing
- If less than 50 miles away - commute must be longer than 1 hour
- Distance and commute exceptions can be granted if waiting list
is more



Program Policies

- Average application processing time is 33 days
- The housing lease is between US Army Corps of Engineers (USACE),
and the property owner or manager, not the SM
 - Initial inspection USAREC form 700-5.9 (sub-hand receipt)
- No credit check (Property owner (PO) or Property Manager (PM) may request)
- No deposit required
- No pet deposit required
- Background check may be required (If requested by PO or PM)

Program Policies cont.

- SM will forfeit their BAH after accepting the keys to the dwelling
- SM's will submit DA Form 5960 (Stop BAH) to the BN S-1
- The SM is responsible to notify their BN S-1, if they continue to receive BAH.
- Dual active military – Both SM have to forfeit their BAH
- USACE pays SM's **Rent** and **Utilities**
- Utilities include: water, gas, sewage, electricity, trash collection
- Expenses not Included: Cable, internet, phone, and renters insurance www.usarec.army.mil/fhp/



Program Policies cont.

- USACE does not have a listing of dwellings available (No Database)
- All dwelling are found after the application is approved
- Dwelling style may depend on duty location, availability, and family size
- Definition of Dwellings:
 - Apartment
 - Duplex
 - Townhouse
- USACE will do their best to provide a list of dwellings that are decent, safe, sanitary, located in safe neighborhoods
www.usarec.army.mil/fhp/



Decent - Safe - Sanitary

(Definition IAW USACE LGH Program consolidated policies and procedures manual FY 14)

➤ The landlord shall provide a dwelling meeting the following conditions:

- Meets applicable housing and occupancy requirements
- Is structurally sound, weather-tight, and in generally good repair
- Contains a safe, adequate electrical system
- Has adequate living space for occupants
- Has a kitchen with a sink, hot and cold running water, and connections for a stove and refrigerator
- Has a separate, complete bathroom with hot and cold running water
- Has heating as required by climatic conditions
- Has an unobstructed exit to safe, open space at ground level
- Meets standards protecting occupants from hazards to



Program Policies cont.

- USACE may not be located near SM assigned duty station.
- After final approval by the USACE (Usually 30 days before Move-In date)
 - USACE will contact SM and provide a list of available dwellings
 - SM can request his/her Chain of Command (COC) assistance in selecting a dwelling
 - Sponsor support / input is crucial (Help ID safe neighborhoods)
- When reviewing the list of dwellings:
~~COC~~
 - SM or representative is responsible for conducting an assessment
- When selecting a dwelling:
~~of the neighborhood~~
 - SM or representative is responsible for conducting an assessment

Program Policies cont.

- SM or representative will notify USACE the dwelling they selected
- USACE will complete all required documentation and coordinate move-in inspection date
- If SM declines housing offered by USACE, the SM is responsible to
 - find their own housing, and cannot re-apply for the program until SM will do all communication with USACE, not the spouse
 - receipt of new PCS orders
 - If SM spouse has questions, they must contact the LGHO

Program Policies cont.

➤ Bedroom Authorization:

- SM and Spouse share one bedroom
- Children 10 and above are entitled to their own bedroom
- Dependent Parents are entitled to their own bedroom
- Children of the opposite gender:
 - age 5 and under will share a bedroom (max 2 per room)
- Children of the same gender
- ~~3 yearswahlbedürftig und darf \$hared bed room (determines the number)~~ of bedrooms authorized
- Dependents 18-22 years old - proof of school/ college enrollment required
- Dependents lose bedroom entitlement on their 23rd birthday
- Newborn may not be authorized their own bedroom



Program Policies cont.

- Pets are allowed (some restrictions apply)
- USACE will make every effort to locate a dwelling that will accommodate
 - the SM family size and pet(s)
- Authorized Pets:
 - Only 2 pets are allowed:
 - 2 Dogs - 2 Cats - 1 Dog and 1 Cat
- Restricted Dog Breeds:
 - Any dog mix with a mix of these breeds is considered as restricted
 - Pit Bull - Pit Bull Terrier - American Pit Bull Terrier
 - Staffordshire Terrier - Rottweiler - Chow Chow - Mastiff
 - Presa Canario - Cane Corso - Wolf Hybrids



Program Policies cont.

- Dogs DNA testing (see helpful links slide)
- Other authorized Pets:
 - Must be caged, does not count against pet limits
 - Small birds - Fish - Hamsters - Guinea Pigs
 - Ferrets - Gerbils
- Other prohibited animals:
 - snakes - raccoons - squirrels - exotic animals - farm animals
- Pets cannot be added to the household after lease agreement is signed,
without written authorization from USACE.



Program Policies cont.

- Dwellings may NOT have, or be located next to the following:
 - Ponds
 - Lakes
 - Canals
 - Rivers
 - Sauna
- Recreational bathing or wading pool that is designed to contain water no more than 12 inches (305 mm) deep at any point are permitted
- Homes within subdivisions or communities with community swimming pools are permissible as long as they are secure.



How to Apply?

- Contact the Leased Government Housing office (LGHO):
 - On-line: www.usarec.army.mil/fhp/
 - Phone: (502) 624-3103
 - e-mail: usarmy.knox.usarec.list.hq-g4-housing-office@mail.mil
- Complete and return the following forms, along with source documents:
 - USAREC Form 700-5.6
 - USAREC Form 700-5.7
 - DEERS verification (AKO Screen Shot)
 - Recent LES
 - Copy of orders or Headquarter Support System (HSS) validation
 - Other Documents:
 - EFMP
 - Divorce decree



Exceptions / Waivers

- Financial hardship area
- High crime area
- Out of Pocket expenses waiver due to financial hardship
- School district for special needs child
- Hospital for dependent with special needs (EFMP)
- Room authorization
- Square footage authorization



USAREC Form 700-5.6

APPLICATION FOR LEASED GOVERNMENT HOUSING (For use of this form see USAREC Reg 700-5)					
PRIVACY ACT STATEMENT					
AUTHORITY: Collection of this information is authorized by 10 U.S. Code, section 3013, and Executive Order 9397.					
PRINCIPAL PURPOSE: Information collected will be used to determine eligibility for Government leased quarters.					
ROUTINE USES: None.					
MANDATORY OR VOLUNTARY DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or suspend action of your request.					
1a. HAVE YOU EVER ENROLLED IN LGA?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	1b. DATES:	FROM:	TO:
2. NAME:	3. RANK:				
4. HOME TELEPHONE NO.:	5. DUTY TELEPHONE NO.:	6. CELL TELEPHONE NO.:			
7. FAX NO.:	8. E-MAIL:				
9. DEPENDENTS: <input type="checkbox"/> YES <input type="checkbox"/> NO	10. PETS: <input type="checkbox"/> YES <input type="checkbox"/> NO	11. PET TYPE & BREED (weight):			
12. DEPENDENT INFORMATION:					
a. Relation	b. Gender		c. Birth Date (dd/mm/yyyy)		d. Disability
	Male	Female	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13a. APPLICANT OR SPOUSE PREGNANT?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	13b. DUE DATE:		
14. NUMBER BEDROOMS AUTHORIZED:					
15. CURRENT DUTY STATION:					
a. Street:	b. City:	c. State:	d. ZIP Code:		
16. FUTURE DUTY STATION:					
a. RSID:	b. Street:	c. City:	d. State:	e. ZIP Code:	
f. Current Duty Departure Date:	g. Tour Report Date:	h. Requested Move-in Date:	i. Tour Complete Date:		
17. ELIGIBILITY INFORMATION (to be completed by Leased Housing Office):					
a. Future BAH amount: \$	b. Required out of pocket: \$	c. Future BAH and out of pocket amount: \$			
d. Nearest Military Housing Location (installation name):			e. Housing available? <input type="checkbox"/> YES <input type="checkbox"/> NO		
f. Distance From Assigned RSID (mileage):		g. Distance Time (normal commuting time - hours and minutes):			
18. APPLICANT'S CERTIFICATION I certify that the information submitted is accurate and correct to the best of my knowledge. I agree to occupy acceptable housing located for me by the Army Corps of Engineers and understand that I shall forfeit my BAH effective the date I take occupancy of the housing.					
SIGNATURE _____			DATE _____		
19. LEASED HOUSING OFFICE CERTIFICATION. I certify that the information submitted is accurate and correct.					
SIGNATURE _____			DATE _____		



USAREC Form 700-5.7

STATEMENT OF UNDERSTANDING FOR ACCEPTANCE OF LEASED GOVERNMENT HOUSING
 (For use of this form see USAREC Reg 700-5)
 (File with application for Leased Government Housing)

Please read the below statement of understanding. Your Housing Office (UHO).

I understand the final responsibility for the accordance with the Department of Defense (DoD) policy.

Leases negotiated for USAREC personnel.

I will not make any private (under the table) payment. I understand that violation of this principle may result in disciplinary action.

I will not be able to apply for leased Government quarters that are located within the acceptable travel distance.

I understand I am responsible for all fees in household goods, lease termination fees, cleaning and moving expenses.

If I elect to move into quarters I have requested before I have been assigned to the quarters, I do so at my own risk.

My Basic Allowance for Housing (BAH) will be determined between application and assignment; I will manage my money since effective date of the lease, overpayment.

I am responsible to submit DA Form 5960 S-1 to terminate BAH when assigned to quarters and Battalion S-1 if my BAH is not terminated, when assigned.

Once assigned to Government-leased quarters:

- The lease terminates under its own terms.
- I become ineligible under criteria established by the Government, I am responsible for all extra costs.
- I am reassigned to another duty station.
- I am directed to move because of Government needs.
- The lease is terminated for the convenience of the Government.
- I have received approval for retirement or separation.

I understand I will be responsible for routine maintenance and furnishings, and the maintenance of grounds as well as other responsibilities.

I will permit entry of the unit housing representative for inspection of quarters.

I will report to the UHO or COE representative direct contact with the lessor or their representative.

I will not permit occupancy of quarters assigned to me unless my personal principle is sufficient cause for termination.

I will notify the UHO, in writing, 45 days prior to my lease renewal or termination. The UHO will be notified as soon as possible.

I fully understand and agree I will accept my quarters in accordance with adequacy standards prescribed for my rank.

I understand that guests (non-family members) are not permitted to live in my quarters.

When I vacate quarters, I am responsible to pay all bills.

I certify that I have read and understand my responsibilities.

MEMBER'S SIGNATURE

PRINTED NAME, RANK, OR GRADE

DATE OF SIGNATURE

USAREC Form 700-5.7, 15 April 2015 (Reverse)

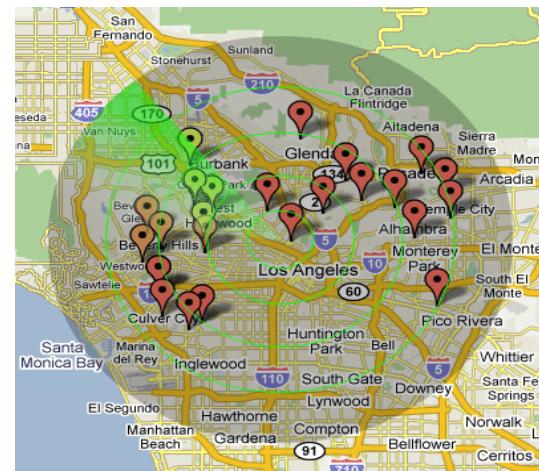
- Statement Of Understanding
- Read and understand the entire form
- Please pay close attention to all highlighted conditions
- Signature required

I will permit my leadership to conduct an inspection of my Government-leased quarters no later than 60 days prior to my lease renewal or termination.



Market Analysis

- Factors:
 - 20 miles radius from RSID location.
 - Up to 50 miles (if needed).
 - Up to 1 hr commute (if needed).
 - BAH amount.
 - Number of rooms authorized.
(Up to 5 bedrooms)
 - +1 / - 1 bedrooms (if needed)
- The LGHO will notify SM of their status, regardless of the outcome
- If SM pre-qualifies, LGHO will forward the application to USACE
- USACE is the final approving authority





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BAH FACTS

<http://www.defensetravel.dod.mil/site/bahCalc.cfm>

BASIC ALLOWANCE FOR HOUSING

Rate Query Results

CY: 15

ZIP CODE: 75150

MILITARY HOUSING AREA: DALLAS, TX (TX277)

MONTHLY ALLOWANCE:	
E 5 with DEPENDENTS:	E 5 without DEPENDENTS:
\$ 1779.00	\$ 1335.00

See BAH Frequently Asked Questions for more information. For other BAH concerns, contact your service's BAH POC.

The screenshot shows the Defense Travel Management Office website with a blue header. The main content area is titled "BAH Calculator" and includes fields for "YEAR" (2015), "DUTY ZIP CODE" (34135), and "PAY GRADE" (E-6). A "CALCULATE" button is present. To the left is a sidebar with links like "Basic Allowance for Housing (BAH)", "CONUS COLA", "Other Rates and Allowances", "Overseas Cost of Living Allowances (COLA)", "Overseas Housing Allowance (OHA)", "Per Diem Rates", and "Station Allowance Changes". On the right is a "QUICK LINKS AND RESOURCES" sidebar with links to various BAH-related documents and services. The footer features "CONNECT", "RSS Feeds", and "Podcasts".



BAH FACTS

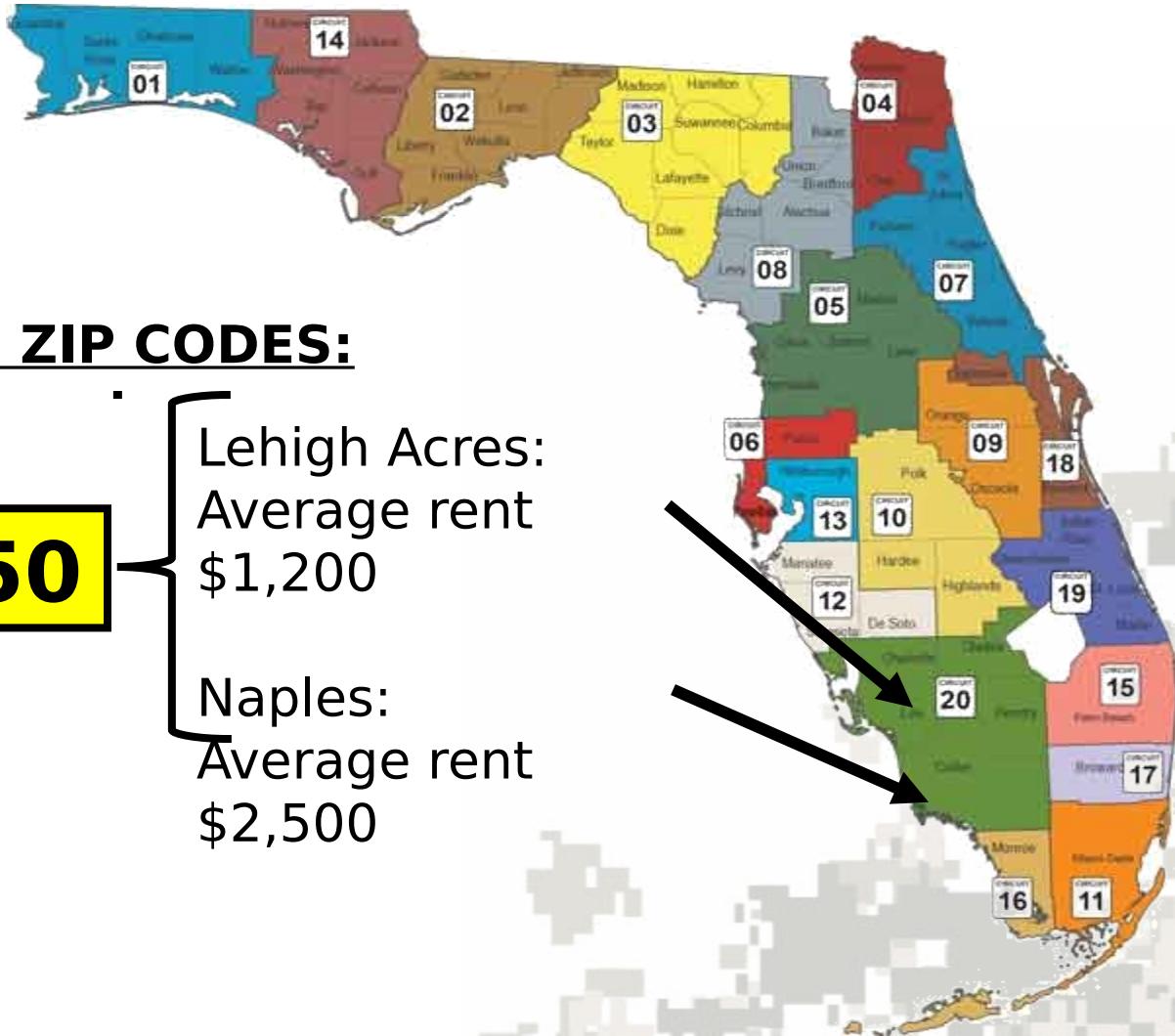
- BAH is based only:
 - Local cost of rent
 - Household utilities
 - Will fluctuate by Military Housing Area
 - BAH Absorption (Schedule for 5% OOP expenses by FY 2019)
- Over 300 Military housing areas (MHAs)
- MHA's are define by ZIP Codes.

2015 BAH Component Breakdown (Rounded to the nearest 1 percent)		Rent (Avg. % of total BAH rate)	Utilities (Avg. % of total BAH rate)
MHA	MHA Name		
Alabama			
AL001	ANNISTON/FORT MCCLELLAN, AL	68%	32%
AL002	FORT RUCKER, AL	75%	25%
AL003	HUNTSVILLE, AL	78%	22%
AL004	MOBILE, AL	76%	24%
AL005	MONTGOMERY, AL	76%	24%
AL006	AUBURN, AL	75%	25%

- If SM BAH in Anniston, Alabama is \$1,000:
 - Rent = \$ 680 Utilities = \$320



Ever wonder why your BAH is sometimes too much or not enough?



EXAMPLE: MHA 20 ZIP CODES:

34104
34112
34120
34135
33936

\$1,650

Lehigh Acres:
Average rent
\$1,200

Naples:
Average rent
\$2,500



Basic Market Analysis

2015 BAH Component Breakdown (Rounded to the nearest 1 percent)		Rent (Avg. % of total BAH rate)	Utilities (Avg. % of total BAH rate)
MHA	MHA Name		
Alabama	AL001 ANNISTON/FORT MCCLELLAN, AL	68%	32%

MHA : AL 001 (BAH \$1,000)

RENT 68% (\$680) + UTILITIES 32% (\$320) = Total
\$1,000

SM BAH: \$1,000 + 20% OOP (+ \$200) = TOTAL \$1,200

TOTAL \$1,200 - UTILITIES \$320 = TOTAL \$

If average rent exceeds \$880.00 SM qualifies for the program

✓ Average Rent \$ 950 + UTILITIES \$320 = TOTAL \$1,270

✗ Average Rent \$ 750 + UTILITIES \$320 = TOTAL \$1,070



Important Information

- Move-in inspection
 - May be conducted by SM or representative
 - Functional inspection (Test everything)
 - Take as many pictures as possible
 - Be cautious when writing remarks
 - Submit a copy of the inspection and pictures to USACE
- Insurance
 - It is recommended to purchase Renters Insurance
 - Contact insurance company (example: USAA)
 - It is recommended to purchase a home warranty
 - Per www.consumeraffairs.com top 3 recommended home warranty companies:





Important Information



(866) 617-9098

www.ahs.com

American Home Shield has been an industry leader since its inception and offers home warranty service contracts. Founded in 1971, they serve over 1.5 million customers.



(888) 597-3623

www.hscwarranty.com

The Home Service Club services customers in 48 states and their core focus is home warranty plans. They have a dedicated staff and local service providers and guarantee their service work.



(855) 811-7547

www.securehomewarranty.com

Secure Home Warranty offers multiple warranty programs to fit your specific needs. The company will work with customers to cover only what is necessary and they have no requirements for home inspection.

Important Information

- While residing in the property:
 - Obey and follow lease terms, do not be a nuisance
 - Maintain and keep the dwelling clean, do not modify or reconstruct dwelling, to include painting
 - Do not abuse utilities
 - Contact USACE for all maintenance and repairs
 - Accessible for inspections before renewals, and termination
- Notify LGHO/USACE when terminating / PCS'ing / Other
- USACE will contact SM and schedule exit inspection
- SM COC is authorized to conduct the exit inspection
(Take as many pictures as possible)



Important Information

- Submit a copy of the exit inspection (and photos) to USACE and LGHO
- Request termination letter from LGHO to restart BAH
- Settle any restoration claim
- Obtain a copy of restoration claim completion



Exit Inspections



UNACCEPTABLE

UNACCEPTABLE





Exit Inspections



UNACCEPTABLE



Exit Inspections



ACCEPTABLE



Helpful Sites

- BAH Information:
 - <https://www.defensetravel.dod.mil/site/bahcalc.cfm>
 - <http://www.defensetravel.dod.mil/Docs/perdiem/BAH-Primer.pdf>
 - http://www.defensetravel.dod.mil/Docs/perdiem/browse/Allowances/BAH/Component_Breakdown/2015-BAH-Rate-Component-Breakdown.pdf
- Locate nearest military installation of your RSID:
 - <http://www.militaryinstallations.dod.mil/MOS/f?p=MI:ENTRY:0>
 - <http://www.militaryhomefront.dod.mil>
 - <http://www.maps.google.com/>
- Obtain information about the location of the dwelling:
 - <http://www.padmapper.com/>
 - <http://www.hotpads.com/>
 - <http://www.neighborhoodscout.com/> (Schools, Crime, Other)
 - <http://www.spotcrime.com/> (Crime)
 - <http://www.nsopw.gov/en> (Sex Offender)



Helpful Sites

- House Hunting:
 - www.homes.mil
 - www.hotpads.com
 - www.padmapper.com
 - www.zillow.com
 - www.trulia.com
 - www.homes.com
 - www.rentals.com
 - www.realtor.com
 - www.rent.com
 - www.apartmentguide.com
 - www.craigslist.org
- Dogs DNA testing:
 - www.wisdompanel.com
 - www.akc.org/dna
 - www.dog-dna.com
- House Sitting:
 - www.housecarers.com
 - www.pets.com
 - trustedhousesitters.com
 - www.housesittersamerica.com

Helpful Information

- Advance Pay
 - Submit 4187
 - 1st for PCS'ing expenses
 - 2nd or 3rd Unexpected expenses (Vehicle tires, transmission)
 - Not for Security deposit on a property
 - They must be paid in full in 12 months, 0% interest
- Dislocation Allowance
 - To partially reimburse SM's for expenses incurred in relocating the household on a PCS. Re-establish the new house.
(Curtains, kids safety items)
 - http://www.defensetravel.dod.mil/Docs/perdiem/browse/Allowances/Dislocation_Allowance/DLA-2015-01-01.pdf?CFID=20815721&CFTOKEN=75864399



Helpful Information

- Travel Allowances:
 - 400 Miles 1st Day
 - 350 miles additional days
 - \$140 Per day for SM's
 - \$105 Per day for dependents 12yrs or older
 - \$ 70 Per day for dependents under 12yrs of age
 - .23 cents per mile, up to 2 vehicles
 - Advance travel may be granted if SM does not have a GCC
- Advance BAH:
 - Submit 4187
 - SM can request up to 3
 - Must be used for Security deposits (1st & Last month, security)
 - They must be paid in full in 12 months, 0% interest



Questions ?

USAREC Housing Office

Mr Ed Andino - USAREC Housing Officer

Work Phone: (502) 624 - 3103

Ms Julia Zachery - USAREC Program Manager

Work Phone: (502) 626 - 0264

Fax: 502 - 626-2013

Ms Wanda Jenkins - Logistics Division Chief

Work Phone: (502) 626 - 0637

Fax: (502) 626 - 2013

usarmy.knox.usarec.list.hq-g4-housing-office@mail.mil